

**IDAHO BOARD OF ACUPUNCTURE**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 7/27/2018**

**BOARD MEMBERS PRESENT:** Charles W Raymond - Chair  
Gretchen A Huettig  
Marlene F Strong  
John Downey  
Ethan S Fisher

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Candace Villareal, Technical Records Specialist I  
Debbie Toncray, Technical Records Specialist II

The meeting was called to order at 1:03 PM MDT by Charles W Raymond.

Ms. Cory introduced Ms. Toncray as the new specialist for the Board of Acupuncture.

**APPROVAL OF MINUTES**

Ms. Strong made a motion to approve the minutes of 4/6/2018 and 6/1/2018. It was seconded by Dr. Downey. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. The deadline to submit legislative ideas to the Governor's Office was July 13, 2018 and the deadline to submit proposed law and rule changes to the Governor's Office is August 17, 2018 for the 2019 Legislative Session.

**INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE**

Ms. Cory said that the Executive Order report was submitted to the Governor and Lt. Governor prior to July 1 and it has been linked on the Board's main webpage. Ms. Cory updated the Board on the legislative interim committee on occupational licensing and certification laws. The Occupational Licensing & Certification Laws Committee met on June 22. Ms. Cory was invited to present on the process and executive order reports for the Boards served by the Bureau. It also heard from Greg

Wilson, chief of staff to Lieutenant Governor Little; Albert Downs, policy specialist for the National Conference of State Legislatures; and Patrick Grace, regional manager for the Division of Building Safety.

In her presentation before the Committee, Ms. Cory noted that 29 of the 30 Boards served by the Bureau had submitted their reports. As of today, all reports were submitted before the July 1 deadline and each Board's report has been posted to its website.

Comments by the Committee included that its efforts appeared to be on a parallel track with those of the executive order, and committee members outlined a framework where each of them would take a few reports to review with members of the Boards who wrote them. The co-chairs encouraged legislators on the committee to volunteer to review reports where they felt like they had a connection to the occupation or had constituents who serve on the Board.

The Committee set its next meeting for Tuesday, August 7.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$93,937.08 as of 6/30/2018.

## **FY2019 CONTRACT RENEWAL**

Ms. Hall reviewed the 2019 contract with the Board. Mr. Fisher made a motion to approve the FY2019 contract with the Bureau and authorize the Chair to sign it. It was seconded by Ms. Strong. Motion carried.

## **OPEN MEETING LAW**

Mr. Ellsworth reviewed HB611 that made changes to the open meeting law regarding meeting notices and agendas. Changes effective July 1, 2018 included: notices and agendas must be posted online if the agency has an online presence; identification of all "action Items" must be noted on the agenda; and final action may not be taken on an agenda item added after the start of the meeting unless an emergency is declared.

## **OLD BUSINESS**

### **TO DO LIST**

The Board reviewed the To Do List and no action was taken.

## **COUNCIL ON LICENSURE ENFORCEMENT AND REGULATION (CLEAR) – PHILADELPHIA 2018**

The Board reviewed the information and chose not to attend the CLEAR conference. The Board also reviewed the Federation of Associations of Regulatory Boards (FARB) information and asked that it be placed on the 10/12/2018 agenda for further review.

### **PROPOSED LAWS AND RULES**

Ms. Callahan reviewed the proposed rules regarding qualifications for licensure and active versus inactive license status. She also reviewed the proposed rules for trainee permits and supervision. Ms. Huettig made a motion to authorize the Bureau to submit the proposed rules with the Board's suggested revisions to the Governor's Office for approval and to the Department of Administration for publication for Rule 200, qualifications for licensure; Rule 201, acupuncture trainee permits; and Rule 404, supervision of trainees and technicians. It was seconded by Mr. Fisher. Motion carried.

### **NOTICE TO LICENSEES**

The Board discussed sending a notice to licensees regarding the proposed rules. Ms. Strong made a motion to authorize the Bureau to draft a notice to licensees regarding the proposed rules; to authorize the Board Chair to review and approve it; and to have the Bureau mail it to licensees. It was seconded by Dr. Downey. Motion carried.

### **NEW BUSINESS**

#### **REVIEW REVISIONS TO APPLICATION FORMS**

Ms. Hall and Ms. Callahan reviewed the proposed revisions to the application forms with the Board. Ms. Strong made a motion to approve the revised application forms. It was seconded by Mr. Fisher. Motion carried.

#### **REVIEW CERTIFIED ACUPUNCTURIST DATA (LICENSE TYPES ACC/ACT)**

The Board reviewed the information provided regarding the number of those licensed as ACC and ACT and the licensure status of the trainees, and no action was taken.

### **CORRESPONDENCE**

The Board reviewed the correspondence from FARB under Old Business.

## **CE COURSES**

The Board reviewed the following course:

### **YIN YEAN QI HARVEST QIGONG WORKSHOP CATEGORY 1 IDAHO ACUPUNCTURE ASSOCIATION**

Ms. Huettig made a motion to approve the above listed course. It was seconded by Ms. Strong. Motion carried.

Mr. Fisher left the meeting at 3:40 PM MDT.

## **EXECUTIVE SESSION**

Dr. Downey made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Strong. The vote was: Mr. Raymond, aye; Ms. Huettig, aye; Ms. Strong, aye; and Dr. Downey, aye. Motion carried.

Dr. Downey made a motion to come out of executive session. It was seconded by Ms. Huettig. The vote was: Mr. Raymond, aye; Ms. Huettig, aye; Ms. Strong, aye; and Dr. Downey, aye. Motion carried.

## **CE AUDITS AND CE FOR REINSTATEMENT**

The Board reviewed the CE audits and CE for reinstatement.

**NEXT MEETING** was scheduled for October 12, 2018 at 1:00 PM MDT.

## **ADJOURNMENT**

Ms. Strong made a motion to adjourn the meeting at 4:17 PM MDT. It was seconded by Ms. Huettig. Motion carried.

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Charles W Raymond, Chair

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Gretchen A Huettig

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Marlene F Strong

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John Downey

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Ethan S Fisher

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Tana Cory, Bureau Chief